



## DRS-FACILITY MANAGER II

### Characteristics of Work

This is professional work in coordinating and directing the activities of a small Allied Enterprises Community Rehabilitation Program with responsibility for evaluating the vocational potential of clients and for providing vocational adjustment training designed to facilitate clients' entry or re-entry into the state's general workforce. Direct supervision is exercised over facility workers. Supervision is received from the Vocational Rehabilitation Facility Coordinator. Positions assigned to this classification are distinguished from those allocated to the classes of DRS-Facility Manager I and III primarily by the number of vocational rehabilitation clients involved in the program and the amount of contractual income utilized in operating the facility.

### Examples of Work

**Examples of work performed in this classification include, but are not limited to, the following:**

Maintains adherence to Commission on Accreditation of Rehabilitation Facilities standards as required by the department.

Oversees the quality of goods produced in the workshop to ensure that product specifications prescribed in contracts are met and to maintain the integrity of workshop operations.

Directs the control of supply inventories and equipment to include necessary purchasing to ensure that adequate supplies and equipment are available for production and maintenance purposes.

Coordinates time-in-motion studies to determine appropriate piece rate pay schedules.

Develops and implements a safety program to ensure that prescribed safety standards are adhered to at all times.

Develops and implements public relation programs to promote a positive image of the facility to area professionals, community groups and the general public.

Coordinates facility production schedules to ensure that products are completed in accordance with time frames outlined in contracts.

Identifies and contacts potential subcontractors.

Consults with department counselors to ensure that the facility provides necessary services and that client needs are best served at all times.

Coordinates client transportation schedules to ensure transportation to and from facilities and work-related interviews and appointments.

Supervises the work of subordinate personnel through the assignment and review of work; the training of employees; the coordination of leave schedules; and the administration of the Employee Performance Appraisal Review (PAR).

Performs related or similar duties as required or assigned.

### **Essential Functions**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Coordinates and directs the activities of an Allied Enterprises Community Rehabilitation Program.
2. Coordinates contract procurement and consults with subcontractors to ensure the availability of sufficient contractual revenue to provide for the continuous, effective operation of the facility.
3. Evaluates the vocational potential of clients and provides vocational adjustment training designed to facilitate clients' entry or re-entry into the state's general workforce.
4. Supervises subordinate staff and employees.

### **Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Depth Perception:** Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

**Accommodation:** Ability to adjust focus.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

**Motor Coordination:**

While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and sit. The

incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

**Experience/Educational Requirements:**

**Education:**

A Master's Degree from an accredited four-year college or university in rehabilitation counseling, business administration, education, or a related field,

**AND**

**Experience:**

Two (2) years of experience as a Vocational Rehabilitation Counselor or Evaluator, or in business or industrial supervision or management;

**OR**

**Education:**

A Bachelor's Degree from an accredited four-year college or university in rehabilitation counseling, business administration, education, or a related field,

**AND**

**Experience:**

Three (3) years of experience as a Vocational Rehabilitation Counselor or Evaluator, or in business or industrial supervision or management.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.